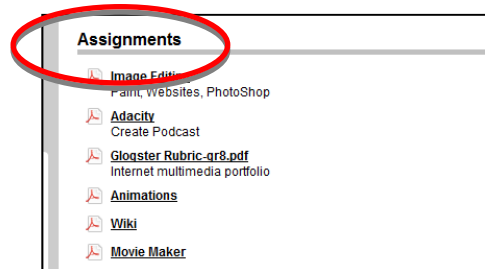


Posting Homework on your Class Web Site in Edline

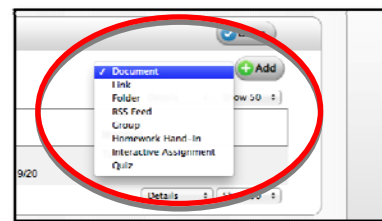
1. Once you're logged into Edline and on your home page, open the Web page for the class you want to post the homework in (your classes are listed on the left side of your home page screen)
2. Open the **Assignments** folder (or the folder you will be using for Homework) in the **Contents** area in the top right corner of the screen

3. When the following screen appears, click the **Assignments** title



4. Select the drop down arrow next to the Add button, and choose the type of assignment you'd like to add, then select the **Add** button

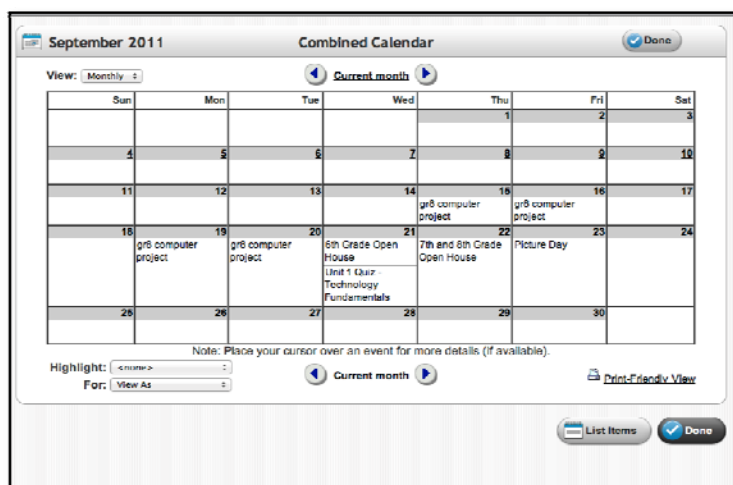
For a basic assignment, choose **Document**, as shown at right



5. In the **Document Title** box, enter your subject and what type of assignment it is (ex: Science HW, SS HW, LA project)

Do NOT just type HW or TEST. You need to put **your subject** or teacher name in the title.

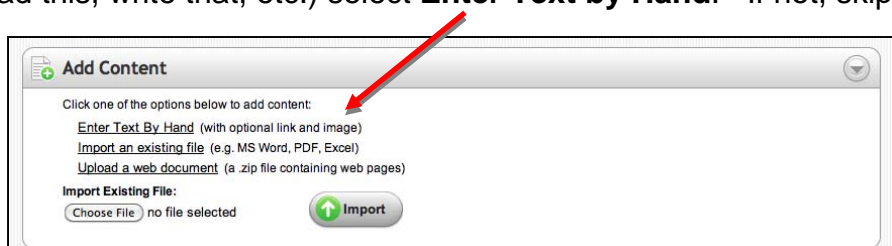
Keep it brief. This will show up on your students' calendars (as shown below) along with all of their assignment titles from their other classes. So it should just be **your subject and type of assignment**, such as HW, project, essay, etc.



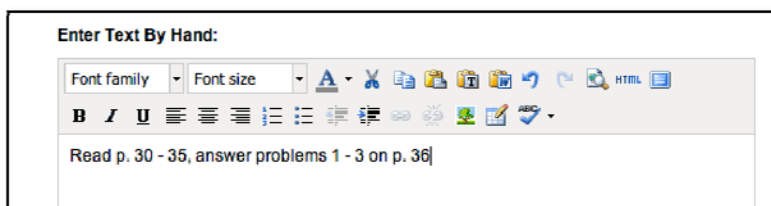
6. If you'd like a more detailed description to show up under your document title, enter it in the **Summary Information** box (ex- Chapter 2, The American Revolution).

7. In the **Calendar Date** box, enter the date the assignment is **assigned, not due**.

8. You'll enter the actual assignment in the **Add Content** box. If you are just going to type instructions for the HW (read this, write that, etc.) select **Enter Text by Hand**. If not, skip ahead to step 10.



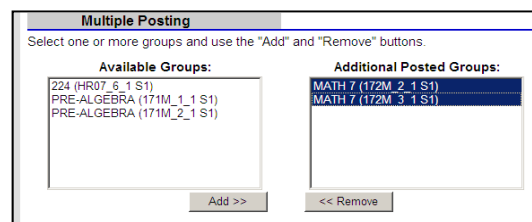
9. Type in what the assignment is in the empty box (as shown below). Modify color, size and font type of the text as needed.



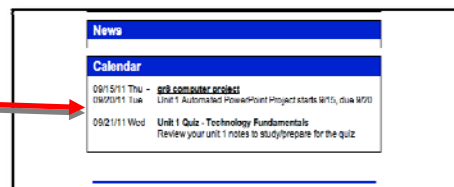
10. If you want to post a worksheet that you created in Microsoft Word, Excel, PDF, etc. select **Import an existing file**, **Choose File**, find the file in your H drive or wherever you have it. **Choose** it, and then **Import** it.

11. If this assignment is going in more than one of your classes, you can post it to other class pages by choosing them in the **Available Groups** box in the **Multiple Posting** section. This way, you enter the HW assignment only once, and can choose any of your other classes you want this assignment to go in. If not, skip ahead to step 13.

12. Select the classes you want the assignment posted in from the **Available Groups** box on the left, select **Add** so they will appear in the **Additional Posted Groups** box on the right. Continue with Step 13.



13. Scroll to the bottom or top of the screen, select **Save and Return**, then **Done**. When you return to your class page, you will see your assignment listed in the Calendar section.



14. Your students only need to click on your assignment in their *Combined Calendar* and your specific instructions or document will come up